

# **Beijing Capital Grand Limited**

## **Shareholder Communication Policy**

### **1. Purpose**

Articles set out in this policy (the “Policy”) are intended to ensure that shareholders of the Company (the “Shareholders”) and general investors have timely access to important information about Beijing Capital Grand Limited (the “Company”), and to keep Shareholders and investors abreast of information about the Company’s financial performance, strategic goals and plans, material developments, corporate activities and governance. The Policy aims to enable Shareholders to exercise their rights when they are fully informed, and to enhance communication between Shareholders and investors and the Company.

### **2. General Policy**

- 2.1 The board of directors of the Company (the “Board” or the “Directors”) shall maintain an ongoing dialogue with Shareholders and investors and shall review the Policy regularly to ensure its effectiveness.
- 2.2 Information shall be communicated to Shareholders and investors mainly through the Company’s publications including financial reports (interim and annual reports), results announcements, corporate announcements and circulars, the Company’s website and general meetings.
- 2.3 The Company shall ensure effective and timely communication of information to Shareholders and investors at all times and regularly review the effectiveness of its communication channels.

### **3. Channels of Communications**

#### Shareholder Enquiry

- 3.1 Any Shareholder who has any questions regarding their holdings shall direct them to Tricor Investor Services Limited, the branch share registrar and transfer office of the Company in Hong Kong.
- 3.2 Shareholders and investors may at any time make a request for the Company’s public information.
- 3.3 The Company shall provide Shareholders and investors with channels such as designated contacts of the Company, email addresses and access to enquiries for them to express their views on various matters affecting the Company and the steps taken to solicit and understand the views of Shareholders and stakeholders of the Company.

#### Corporate Communications\*

- 3.4 Corporate communication shall be provided to Shareholders in plain English and Chinese to facilitate Shareholders’ understanding.

- 3.5 Shareholders are encouraged to register for the “News Alerts” services under “Market Data” on the HKEX’s website ([www.hkex.com.hk](http://www.hkex.com.hk)). After registration, they will be notified whenever the Company publishes corporate communications on the website.

#### Corporate Website

- 3.6 The Company strives to maintain a corporate website which contains general information about the Company and its business. Information on the website is updated on a regular basis. Such information includes:
- (a) Information released by the Company to The Stock Exchange of Hong Kong Limited (the “Stock Exchange”), including financial reports, results announcements, circulars, notices of general meetings and other regulatory disclosures;
  - (b) Detailed corporate information, such as information on the Directors and officers of the Company; and
  - (c) Corporate activities and marketing activities provided by the Company or in which the Company participated.

#### General Meeting

- 3.7 Shareholders are encouraged to participate in general meetings or to appoint proxies to attend and vote at such meetings for and on their behalf if they are unable to attend.
- 3.8 The chairman shall allow reasonable time for Shareholders to raise questions and make comments during general meetings. Appropriate arrangements shall be made to encourage Shareholders to attend general meetings.
- 3.9 The Company shall oversee and regularly review general meeting procedures and, if necessary, make changes to ensure that they meet the needs of Shareholders.
- 3.10 The Directors and external auditors shall attend the annual general meeting to answer Shareholders’ questions.

#### Communications with the Investment Market

- 3.11 The Company shall participate in a variety of activities, including investor/analyst briefings, media interviews, roadshows, and industry forums to facilitate communication between the Company and Shareholders and investors.
- 3.12 The Directors and employees of the Company who have contacts or dialogues with investors, analysts, media or other third parties shall be required to comply with the disclosure obligations and requirements under the Listing Rules of the Stock Exchange.

#### **4. Shareholder Privacy**

4.1 The Company understands the importance of protecting Shareholders privacy and shall not, except as otherwise provided by law, disclose information on Shareholders without their consent.

#### **5. Contact Details**

5.1 The Company's contact details are available on the "Contact Us" section on the Company's website.

#### **6. Publication of The Policy**

6.1 The Policy is available for public access on the Company's website.

\* *Corporate Communications refer to any documents issued or to be issued by the Company for the information or action of holders of any of its securities, including (but not limited to) the reports of the Board and annual accounts with a copy of the auditor's report, interim reports, notices of meetings, circulars and proxy forms.*